

Lesson 3: Security Roles and Reports

Lesson Overview

In this lesson you will learn about security roles that are available in Position Management. You will also learn how to access reports that can help you make decisions about position management and data entry.

There are two security roles in Position Management that will determine the level of access you will have to make changes or view data in this module:

1. Agency Position Administrator
2. Agency Position Inquiry

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Lesson Objectives

After completing this lesson, you will be able to:

- List the roles involved in the Position Management Process
- Understand the reports that are available to assist you with position management

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□ Lesson Topics

In this lesson you will learn about the following topics.



Topic 1: Position
Management
Security Roles



Topic 2: Position
Management
Reports



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❑ Position Management Security Process

How will you use Position Management?

There are two security roles available for accessing data in the Position Management Module:

Agency Position Administrator:

- ✓ Add positions and makes updates to position information
- ✓ View FTE Table
- ✓ Run Position reports

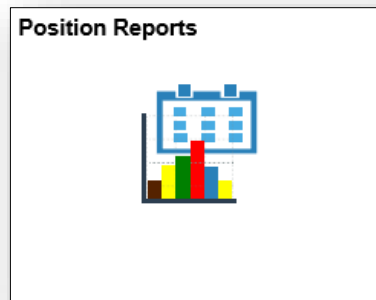
Agency Position Inquiry:

- ✓ View position data records,
- ✓ View FTE Table
- ✓ Run Position reports

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Position Management Reports

There are several online reports and online inquiry pages available in Position Management that will help you manage positions within your agency.



Manage Positions
Active Position Inventory
Active Position History
Active/Inactive Positions
Budget Status
Department Position Info
Exception/Override
Incumbent History
New Reallocated Positions
PERB Reporting
Position Count and FTE Total
Position Status
Position Summary
Vacant Budgeted Positions
Vacant Position
Vacant Positions Funding

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❑ Active/Inactive Positions (KPOS002)

A list of the most recent information for each position. Active/inactive, FTE, job code, location, position number, status, standard hours, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kpos002.pdf?sfvrsn=2> for a more detailed description of this report.

❑ Active Position Inventory (KPOS204)

A list of the positions that are currently active in a department. Dept, incumbent, position #, agency use, regular/temporary, effective date, filled/open, FTE, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kpos204.pdf?sfvrsn=2> for a more detailed description of this report.

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❑ Active Position History (POS004)

List the history of active positions in the department. Action/reason, dept, eff date, FTE, job code, location, position #, status, title, reports to, work period, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/pos004.pdf?sfvrsn=2> for a more detailed description of this report.

❑ Department Position Information (KPOS203)

List the history of all the positions in the department. Action/reason, budgeted, confidential, designated, status, FTE, flsa, job code, title, location, position #, grade, supervisory, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kpos203.pdf?sfvrsn=2> for a more detailed description of this report.

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❑ Incumbent History (POS003)

Lists the incumbent history of each position in the dept. Entry and exit compensation/date, exit reason, job code, name, empl id, position #, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/pos003.pdf?sfvrsn=2> for a more detailed description of this report.

❑ Position Status Report (POS001)

Lists all active positions with recruitment information for open positions and incumbent name for filled positions. Job code, dept, position #, effective date, title, Reg/Temp, confidential, recruit open date, incumbent name, FTE, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/pos001.pdf?sfvrsn=2> for a more detailed description of this report.

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❑ Vacant Positions Funding (KPOS202)

Lists all budgeted vacant regular positions, FTE, days the position has been vacant, and funding information. Account code, budget amount, C/U, confidential, days vacant, dept, EEO, FTE, F/P, fund, PCA, position #, title, etc.

See <https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kpos202.pdf?sfvrsn=2> for a more detailed description of this report.

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Position Management Reports

The online *inquiry* pages that are available in Position Management are:

- Position Summary – View a summary of a position
- Position History – View information on employees currently and previously assigned to a position
- Budget Status – View prior or current budget summary information
- Vacant Budgeted Positions – View a list of positions currently open in a department

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❑ Lesson Summary



Security roles determine which tasks you can perform in Position Management.



There are a variety of online Position Management reports and inquiry pages to help you manage positions within your agency.

In this lesson you learned security roles in Position Management and reports and inquiry pages available to help you manage positions in your agency.

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Course Completion!

Congratulations! You have finished each lesson for this course.